

Flexible Work Arrangements (FWA)

- ◆ Piloted **telecommuting** with IT teams where employees **can work from home 2 days** per week
- ◆ **Time-off** allowed during office hours to attend to family matters





PETRONAS

- ◆ **Virtual office initiative** at PETRONAS ICT enables employees to work away from the office at any convenient location, with more than 250 employees currently on this arrangement

WORK FROM HOME





- ◆ Provide the option of **when, how and where** to work through its FWA programmes which is driven by one of its core values - **Trust and Personal Responsibility in All Relationships**



- ◆ Employees can request to **work from home** for up to **2 days a month**
- ◆ **Time-off of 2 hours** granted upon request on ad-hoc basis to allow employees to attend to personal needs



- ◆ Each work group is allowed to establish a pattern of core working hours
- ◆ Employees may request to work from a preferred location
- ◆ **Job sharing** for part-time workers who share the same responsibilities and portfolio, including those working in different time zones

- ◆ **Piloted FWA** with the HR team to gain buy-in, which led to introducing the policy organisation-wide in June 2015. Business Units heads can vary working hours start and end time to be between 7.00 a.m. to 9.00 a.m. and 4.00 p.m. to 6.00 p.m.
- ◆ **Expanded part-time work** to a wider group beyond the support functions





- ◆ Formalised FWA, with options for staff to work on **fixed flexible schedule, flextime, part-time and flexible work location**

FLEXIBLE HOURS





- ◆ **Can come in up to +/- 2 hours** and also work from home whenever they feel the need to, subject to policy
- ◆ Provides **Flex Location** for senior female managers

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- ◆ Implemented **staggered hours** with the option to commence office hours at 8.00am, 8.30am and 9.00am



- ◆ Option of **school holiday work arrangements** for parents with school-going children under the age of 12



- ◆ Options for staff to work on flexible hours, including **reduced and part-time work arrangements** depending on specific needs
- ◆ Options for career breaks of more than 6 months to 1 year, apart from unpaid leave, due to various reasons



- ◆ Flexible Work Schedule is one of the most successful retention strategy with the highest engagement scores in Malaysia and the most common reason why many return to Dell as rehires, with **92% agreeing that "my leader gives me the flexibility I need to manage my worklife demands"**
- ◆ **Customised work schedule** which is a hybrid of flexible work schedule, e.g. 4 hours in the afternoon and 4 hours late and night to cater for global teams across time zones

Family-Friendly Benefits



- ◆ Introduced **4 weeks of paternity leave** and **16 weeks of maternity leave** on full pay
- ◆ Monetary bonus is given to all new parents under the **Baby Bonding Bonus** scheme to facilitate the bonding between parents and children

EXTENDED MATERNITY





- ◆ **Additional 30 consecutive dates** of maternity leave on half pay
- ◆ **Enhancement of Mother's Room** focusing on design and facility improvements to **37 Mother's Rooms** to make them more comfortable and functional

SUPPORT FOR PARENTS





- ◆ Provides **new mothers the option to work remotely** from home for an **additional month** after maternity leave so that they can ease into work while still attending to their new baby



- ◆ Supports women employees such as enabling **nursing mothers to send their milk** to their babies, at the fastest time possible. Pilot is in the US with review, for possible consideration in Malaysia



- ◆ Equips its mother's room with **health check devices** to allow employees to monitor their blood pressure, blood glucose, weight and BMI



Good Food, Good Life

- ◆ Recently launched the **Maternity Protection Policy** (to be fully implemented by 2018), to provide all women at Nestle the minimum **maternity benefits**, which include the right to return to the same job or equivalent after maternity leave, flexible work arrangements and the entitlement to reasonable breaks to breastfeed in a conducive environment
- ◆ **Childcare subsidies** of up to RM2400 per year on childcare services under the Flexibenefits Program

Breastfeeding mothers will be provided with nutritional supplementary product





- ◆ Introduced **Maternity and Paternity Support (MAPS) Portal** which supports both employees who are expecting mothers and fathers to manage a smooth transition to parenthood. The portal provides handy checklists and practical toolkits to help them with what is needed



- ◆ Established the Maybank Tiger Cubs Childcare Centre, which is the first-of-its-kind **day care centre** to operate on a **purely emergency basis** in Malaysia



- ◆ **Discounted prices** offered to employers in selected childcare centres
- ◆ **Flexi Benefits** provides employees the option to use the flex points in their Flexible Spending Account to claim for childcare services, maternity payments, wellness programme fees and extending medical benefits to dependants

WORKPLACE CHILDCARE



- ◆ Group policy for hospitals and companies to designate area for **childcare centre** which operates **beyond normal office hours** to cater for employees on shift work



Work-Life Benefits



Sponsoring a diverse group of employees to develop their creative talents and interests while excelling in their careers

- ◆ **Childcare Leave** for employees with children aged 12 and below when they fall sick, which is deducted from the employees' medical leave entitlement
- ◆ **Let's PINK Possible** campaign aims to **enhance healthy lifestyle** such as:
 - **Breast cancer awareness** with free mammogram screening
 - **Quit Smoking Challenge** for employees in partnership with healthcare specialist, with focus on nicotine replacement therapies and extended support after they have stopped smoking to break the addiction

- **BMI Challenge** to lose weight and promote health living, including nutritionist consultation
- Employees are provided with **daily catered healthy lunches** which include brown rice and organic food from certified organic restaurants



1 Week Closure





- ◆ **1 Week Closure** annually, which is **paid time off** firm-wide for all its staff to enable them to rejuvenate. This is first of its kind in professional services, as part of "Inspire Confidence and Empower Change" initiative

- ◆ Provides **up to 12 months Family Care Leave** to employees who care for immediate family members diagnosed with terminal illness



GE imagination at work

"Who Do You Know" programme raised the employee referral rewards for female candidates to increase the number of women in the organisation



PETRONAS Returnee Programme

- ◆ Provides access to support ranging from psychologists, finance experts, medical experts, wellness coach etc

- ◆ Partnered with TalentCorp to design a **Career Transition workshop** for women returning from career breaks to facilitate their job search



Standard Chartered Scope International



- ◆ Total maternity leave extended from 60 to 90 days
- ◆ Encouraged to take up to **3 days of paid leave a year** to **volunteer** for community and environmental programmes



- ◆ **Diversity Efforts and Initiatives** by all leaders to create greater awareness and to have better appreciation about the need for diversity at the workplace

Women Development Programmes



- ◆ Launch of **Women Mentor Women Council** which aims to increase the number of women in management within the current infrastructure available in the Bank. The council also **supports business delivery of products and services to female consumers**
- ◆ **Women Mentor Women programme** is a structured mentoring and coaching programme designed exclusively for women to develop effective future leaders amongst women

Revised Shell Graduate Programme to be more female-centric



- ◆ **The Women's Career Development Programme** is designed to increase women representation in leadership roles. It helps female employees identify what they want from the professional and personal lives and support them in achieving their full potential
- ◆ **Senior Women Connect (SWC)** is a global Shell network to help senior women support each other with gender specific leadership challenges

- ◆ The Women's Business Council (WBC) launched a **"Women to Watch"** platform to recognise and raise the visibility of high-achieving female employees and reinforce importance of gender diversity at all levels in the organisation
- ◆ Initiated a **Women's Career Success Workshop** to progress women in their careers



PETRONAS

- ◆ Established **PETRONAS Leading Women Network** to develop and retain women talents by providing a platform for women to connect and encourage each other to develop their careers through continuous learning



Developing a pipeline of diverse executive to lead Dell's future

- ◆ Introduced a new recruiter goal to proactively drive diverse hiring, whereby every recruiter is to **float one female candidate** to their selected hiring manager **per quarter**
- ◆ Development programmes specific for women, e.g. **"Embracing the Stage"** which is an interactive programme to develop leadership, influencing and networking skills
- ◆ The **"Women In Search of Excellence (WISE)"** champions the interests of all Dell women, helps build connections and nurtures professional and personal growth



GE imagination at work

- ◆ Developed an **internship** programme for **Women in Aviation Sector**
- ◆ **My Connections Group** was formed to cultivate women's professional development

- ◆ **Women's Mentoring Circle** targeting women managers and high potential women to build a circle of women leaders who can tap on each other's experiences and thrive together
- ◆ Implemented **Career Comeback Programme (ICare - IHS Career Relaunch)** to recruit women professionals who took a career break due to various reasons to help facilitate their transition back to the workforce



GLOBAL BUSINESS SERVICES

- ◆ Set-up a support and knowledge sharing platform for women employees called **"Lipsticks and Laptops"** to retain women and to encourage them to scale greater heights whilst juggling both their career and family commitments



- ◆ Established **Women in IBM Network Group (WINGs)** to inspire and enable women to achieve their full career and leadership potential.
- ◆ Programmes for women to develop their leadership skills:
 - **"Taking the Stage"**: four-part programme to strengthen women's leadership skills by developing a new, more confident presence and adapting techniques necessary to becoming more persuasive leaders
 - **"Setting the Stage"**: five-module programme with insights into the "unwritten rules" that can govern corporate culture
 - **Commissioned a study** with participation from hundreds of female IBMers in 30 countries, with the objective of helping **women IBMers advance their career and become future leaders of IBM**. Findings can be found here <http://tinyurl.com/advancing-women-ibm-study>

Grants and Incentives



CAREER COMEBACK GRANT

- ◆ Recruit and retain women who are keen to return to work after a career break
- ◆ Design and implement a programme targeted to assist women on career breaks to return to work



TRAINING FOR WOMEN WHO RETURN TO WORK AFTER A CAREER BREAK

- ◆ Double tax deduction incentive for the training cost incurred within 12 months of returning to work



FLEXIBLE WORK ARRANGEMENTS (FWA) TAX INCENTIVES

- ◆ Double tax deduction for employers on both consultancy and training cost to implement FWA



CHILDCARE CENTRE IN THE WORKPLACE

- ◆ Double deduction on expenditure incurred for the provision and maintenance of child care centres
- ◆ Double deduction on child care allowance given to employees (employees exempted from tax up to RM2400/- year)
- ◆ Industrial Building Allowance at 10% annually for buildings used as child care centres

Visit flexWorkLife.my to refer to case studies from other employers and for toolkits to implement FWA

Contact us at flexworklife@talentcorp.com.my for more details

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LIFE AT WORK AWARDS 2015

Highlights of participating employers

The workplace in Malaysia is progressively changing to meet the differing needs of our diverse and multigenerational workforce.

Through the Life at Work Awards, TalentCorp encourages employers to step forward and share their workplace practices to promote work-life integration and to advance women in the workforce. We feature some highlights from the award submissions to encourage more employers to adopt some of these good practices.